

TOWN OF BRANFORD
1019 MAIN ST, P.O. BOX 150
BRANFORD, CT. 06405
203-315-0674
www.branford-ct.gov

INFORMATION NEEDED TO OBTAIN BUILDING DEPARTMENT PERMITS

GENERAL INFORMATION

Information is available on the website shown above. Applications must be applied for in person. Payment is made at time of application. Cash or check made payable to "Town of Branford".

- Permit applications are accepted from **8 a.m. to 4 p.m.** Monday thru Friday, excluding holidays.
- Building permit applications must be approved by four different departments.
(Roofing, siding, replacement window applications do not need other department approvals).

All mechanical permits will be issued **SEPARATELY AFTER BUILDING PERMIT IS ISSUED.** (plb, htg, elect. etc.) same fee schedule (see Application Fees) also based on **TOTAL VALUE OF WORK, MATERIALS AND LABOR PLUS FIXTURES.**

LICENSING AND INSURANCE REQUIREMENTS

Original Connecticut contractor's licenses are required to be shown and copied if needed. Any applicant other than the owner or license holder may apply for permits, but must have an authorized agent letter with original signature from owner or licensed contractor (Public Act 91-95), (R105.1 2003 International Residential Code), or (105.3.3 International Building Code) Please attach a copy of required license.

Pursuant to Connecticut Workers' Compensation Commission Section 31-286b of the Workers' Compensation Act, all building permits require proof of worker' compensation insurance (Certificate Holder Box , bottom left corner must state "Town of Branford"). If contractor does not carry workers' compensation insurance, please request State of Connecticut workers' compensation form which is available at the Building Department or go to the State of Connecticut's website:
<http://wcc.state.ct.us/download/forms.htm>.

SEPARATE DEPARTMENT APPROVALS:

WETLANDS DEPT – 315-0675 - APPROVAL BY THE INLAND WETLANDS OFFICE IS REQUIRED ON ALL APPLICATIONS FOR STRUCTURES OUTSIDE THE FOOTPRINT OF ANY EXISTING BUILDING.

PLANNING AND ZONING DEPT. – 488-1255 A ZONING COMPLIANCE FORM AND PLOT PLAN ARE REQUIRED ON MANY RESIDENTIAL APPLICATIONS. PLEASE CONTACT ZONING DEPT. FOR INFORMATION.

Written approval from **Pine Orchard or Short Beach Associations** for projects within their jurisdiction.

Approval from **East Shore Health District**, 14 Business Park Drive, Branford, Ct. 481-4233 if property is served by a septic system. This pertains to any new construction, additions, remodeling, decks, swimming pools, etc. (Applications for roofing, siding, doors, windows, are not applicable)

*******PLEASE PLAN AHEAD*******

CONSTRUCTION PLANS REQUIRED – Submit all to the Building Department

Commercial Construction (including 3 family dwellings) – Three (3) sets (Fire approval required)

Hood Systems Two (2) sets (Fire approval required)

Commercial mechanical plans Two (2) sets (Fire approval required)

New Residential Construction (single, two family homes) – Two (2) sets

Residential additions, remodeling, decks, sheds, finished basements, etc.– Two (2) sets

Swimming Pools – One (1) set of engineered specifications (these can be obtained from the pool company)

Other applications may also require Fire Department approval.

VARIOUS COMMERCIAL PERMITS REQUIRE FIRE DEPARTMENT APPROVAL

APPLICATION FEES

Application fees are due at time of application (cash or check only) and are based on **TOTAL VALUE OF WORK, MATERIALS AND LABOR PLUS FIXTURES**, and are noted below:

Permit Fees: Costs up to \$1,000 will be \$18.00 + .22 per \$1,000 State Education Fee

Each additional \$1,000 of cost will be \$12.00 + .22 per \$1,000 State Education Fee

(all fees based on costs rounded up)

Scanning fees: 8 ½ x 11” documents \$.20 each; each document including 11x17” or larger up to a maximum of 30x42” the fee will be \$2.20 per sheet. (Any document larger than 30x42” **WILL NOT** be accepted.)

INSPECTIONS

Note: All inspections must be scheduled with Building Department Personnel. No inspection requests will be accepted by voice mail. Permit numbers will be required when requesting any inspections either in person or by telephone with Building Department personnel.

BUILDING DEPARTMENT APPLICATION REQUIREMENTS

1. Building Permit Application
2. Flood Hazard permit may be required depending on location of property.
3. Construction plans (see construction plans)
4. Required applications and plot plan from Planning and Zoning Department also Inland Wetlands approval. (see separate department approval)
5. Approval from East Shore Health District if property is served by a septic system. (see separate department approval)
6. Workers' Compensation Insurance and Liability – Certificate Holder must state “Town of Branford” (see licensing and insurance)
7. Original Connecticut contractor's licenses are required to be shown and copied if needed. (see licensing and insurance)
8. Additional forms may be required-*This list is not necessarily all inclusive.*

**TOWN OF BRANFORD
BUILDING DEPARTMENT
P.O. BOX 150, 1019 MAIN STREET
BRANFORD, CT. 06405
Phone 203-488-1651 • Fax 203-315-2188**

Building Inspection Process

- 1) **Soil/Footing Inspection**: Set forms and required reinforcement. Call for inspection prior to pouring concrete.
- 2) **Foundation Inspection**: (Only on engineered foundations) Set forms and required reinforcement. Call for inspection prior to pouring concrete.
- 3) **Backfill**: Install or apply footing drains, tar membrane, waterproofing, and/or insulation, if applicable. Call for inspection prior to backfilling.
- 4) **Rough Plumbing/HVAC/Electrical** : Set all required tests on plumbing system.
- 5) **Framing Inspection**: Call for inspection only after plumbing/HVAC/electrical rough inspections have been approved. All firestopping components completed.
- 6) **Insulation Inspection**: Call for inspection prior to sheetrocking.
- 7) **Acoustical Ceiling Inspection**: required by all trades.
- 8) **Final Plumbing/HVAC/Electrical**
- 9) **Final Building Inspection**

INSPECTIONS – PLEASE PLAN AHEAD

Note: All inspections must be scheduled with Building Department Personnel. No inspection requests will be accepted by voice mail.

Permit numbers will be required when requesting any inspections either in person or by telephone with Building Department personnel.

*This list is not necessarily all inclusive.
Additional inspections and/or documentation may be required per the
Special Inspection requirements of the Connecticut Building Code.*

Procedure for Obtaining a Certificate of Occupancy

All departmental final inspections are to be approved. This also includes any other town departmental approvals, if applicable.

Revised estimates (actual costs) are to be submitted if scope of original construction has changed. Cost shall be listed for each trade.

Pursuant to Sec. 29-265, C.G.S., No building or structure shall be occupied or used in whole or part until a certificate of occupancy has been issued.